

INCIDENT MANAGEMENT COMMITTEE

For San Mateo County

December 20, 2006
1:00 –3:00 p.m.

1250 San Carlos Ave.,
4th Floor “Dining Room”
San Carlos, CA
(Parking behind building)

AGENDA

- I. Introductions
- II. Review of selected Alternative Routes for US 101 (Phase I & II)
- III. Review RFP for “Incident Mgt – Alternative Route Plan” consultant
- IV. Plan development
 - Identify level of information to include in plan
 - Identify issues to address in plan
- V. Set Meetings Schedule for 2007
- VI. Other

Incident Management Committee

Name		Agency	Email	Phone
Augustine	Chou	Burlingame	achou@burlingame.org	650-556-7230
Barry	Loo	Caltrans - Traffic Mgt.	Barry.Loo@dot.ca.gov	650-286-6910
Bob	Salazar	Caltrans - Maintenace	Robert.Salazar@dot.ca.gov	408-452-7120
Brian	Molver	County OES	bmolver@co.sanmateo.ca.us	650-363-4448
George	Bagdon	Burlingame	gbagdon@burlingame.org	650-558-7230
Chip	Taylor	Menlo Park	CWTaylor@menlopark.org	650-330-6771
Dan	Belville	San Mateo Fire Dept	dbelville@cityofsanmateo.org	650-552-7900
Dennis	Chuck	So San Francisco	dennis.chuck@ssf.net	650-829-6663
Duncan	Jones	Atherton	djones@ci.atherton.ca.us	650-752-0532
Fernando	Bravo	East Palo Alto	fbravo@cityofepa.org	650-853-3117
Gary	Heap	San Mateo	gheap@cityofsanmateo.org	650-522-7307
John	Hoang	C/CAG	jhoang@co.sanmateo.ca.us	650-363-4105
John	Parkin	Central County Fire	jparkin@centralcountyfd.org	650-558-7600
Kane	Wong	Caltrans - TMC	kane_wong@dot.ca.gov	510-286-5917
Khee	Lim	Millbrae	klim@ci.millbrae.ca.us	650-259-2347
Mark	Robbins	San Carlos Police Dept	mrobbins@cityofsancarlos.org	650-802-4277
Matt	Martell	Foster City PD	mmartell@fostercity.org	650-286-3317
Matt	Otterby	CHP	Motterby@chp.ca.gov	650-369-6261
Parviz	Mokhtari	San Carlos	pmokhtari@cityofsancarlos.org	650-802-4202
Radijah	Victor	MTC	rvictor@mtc.ca.gov	510-817-5719
Randy	Breault	Brisbane	rbreault@ci.brisbane.ca.us	415 508-2131
Ray	Davis	Belmont	rdavis@ci.belmont.ca.us	650 595-7459
Ray	Razavi	So San Francisco	ray.razavi@ssf.net	650-829-6664
Raymundo	Elias	Caltrans - Maintenace	Raymundo.Elias@dot.ca.gov	650-358-4129
Rene	Baile	Menlo Park	rcbaile@menlopark.org	650-330-6775
Richard	Napier	C/CAG	rn timer@co.sanmateo.ca.us	650-599-1420
Ronnald	Popp	Millbrae	rpopp@ci.millbrae.ca.us	650-259-2418
Sandy	Wong	C/CAG	slwong@co.sanmateo.ca.us	650 599-1409
Shahla	Yazdy	SamTrans	yazdys@samtrans.com	650-508-6327
Shirley	Chan	Daly City	schan@dalycity.org	650-991-8231
Stan	Workman	Foster City	sworkman@fostercity.org	650-286-3285
Syed	Murtuza	Burlingame	SMurtuza@burlingame.org	650-558-7230
Vivian	Ma	San Mateo	vma@cityofsanmateo.org	650-522-7314

Traffic Incident Management Committee

Minutes

September 21, 2006

Attendees:

Barry Loo (Caltrans – Traffic Mgmt.)

Kane Wong (Caltrans – TMC)

Matt Otterby (CHP)

Gary Heap (City of San Mateo)

Richard Napier (C/CAG)

Adam Lodge (San Mateo County)

John Hoang (C/CAG)

Discussion Items:

- Based on inputs received from the August 17th meeting, C/CAG staff developed alternative route diagrams for each segment of US 101 (Phase I) and presented to the group (*attached*). The group reviewed each individual segment of the alternative routes within Phase I (SB and NB directions) and provided comments.
- Suggestions for improvements included: adding names of the detour routes; identifying the interchange more clearly on the diagram; identifying which jurisdictions are affected (who manages street); identifying the number of left turns; identifying the number of signs, identifying number of officers that may be needed for traffic safety.
- C/CAG staff presented a recap of the process and identified the four major tasks which includes: 1) Alternative route selection, 2) Develop Alternative Route Plan, 3) Traffic Management Planning, and 4) Development of interagency agreement/MOU. The next task will be to develop the plan.
- It was suggested that alternative routes be established for Phase II (northern section) before moving forward with Task #2 since development of the alternative route plan and subsequent tasks applies to all jurisdictions.

Action Items/Next Steps:

- C/CAG to arrange meetings with individual jurisdictions to review route details and confirm routes as it pertains to each city as well as identifying issues and concerns expressed by each jurisdictions.
- C/CAG to set up meeting for Phase II jurisdictions to establish alternative routes from the northern County Line to SR 92. An alternative to the group meeting will be to arrange separate meetings with individual jurisdictions.

Next Meeting:

- Phase I – No full committee meeting for October. Separate meetings with individual jurisdictions to be arranged.
- Phase II – A meeting consisting of jurisdictions adjacent to the northern half of US 101. Actual meeting date and time to be arranged.
- Next full Committee meeting anticipated in November or December 2006. To be announced.

Request For Proposal

Incident Management - Alternative Route Plan

Background

The San Mateo County Intelligent Transportation System (ITS) Strategic Plan, completed in 2005, provides an overall framework for the development, implementation, and integration of ITS applications within the County. The Plan identified and prioritized various ITS projects within the categories of freeway management, arterial management, transit management, emergency and incident management, parking management, traveler information, and other supporting elements. Based on recommendations and priorities indicated from the Strategic Plan, C/CAG is developing key projects indicated in the Strategic Plan, one of which is Incident Management. The first phases of the Incident Management project focuses on the development and implementation of the alternative route plan.

In July 2006, C/CAG initiated a project to develop Alternative Route Plans for US 101 within the County lines and the I-280 segment between US 101 and I-380. C/CAG has been working closely with agencies such as local cities' public works, police, and fire departments in addition to Caltrans, CHP, MTC, and the San Mateo County's OES. An Incident Management Committee consisting of stakeholders indicated above has been established to and the project development process started.

C/CAG is seeking a qualified consultant to provide technical assistance in development of the Alternative Route Plan. In addition, the consultant is also expected to provide expertise in the development and integration of other ITS and Incident Management projects and strategies specific for San Mateo County and as stated in the ITS Strategic Plan.

Project Description

The project is to develop a formalized traffic incident management plan for preplanned alternative routes to be utilized in instances of major traffic incidents on the freeway system that results in roadway closures for an extend period of time. For this project, the focus will be on traffic management and establishing alternative route plans for US 101 and portions of I-280 in San Mateo County. These routes will be utilized for the duration of the traffic incident and until the freeway segment is reopened to traffic.

Incident management plans typically addresses incident detection, verification, response, clearing, site management, recovery, and traffic management. The alternative route planning process will focus on identification of alternative routes and the roles and responsibilities of local and state law enforcements and transportation agencies as well as local fire departments and public works departments in response to incidents that significantly disrupt normal traffic operations. The results will be a coordinated and planned approach for implementing traffic management strategies for minimizing the effects of complete roadway closure on the freeway system.

Associated with the alternative route plan will be the development of performance criteria to measure the effectiveness of the established objectives and benefits and training materials. A listing of ITS infrastructure improvement projects, prioritized by components and agencies, will also be developed to establish near-term and long-term ITS related capital improvement project

opportunities that will enhance inter-jurisdiction traffic system coordination and operations. Once the Alternative Route Plan is developed and implemented, C/CAG will explore “next steps” strategies and proceed with the development of additional incident management projects as they relate to other ITS components within the County.

Scope of Work

Task 1. General / Project Management

Consultant will meet with C/CAG Project Manager to review project scope and refine project objectives, process, deliverables, and other related issues. Consultant will attend Incident Management Committee Meetings and assist with preparing meeting materials (i.e., project status updates, presentations, GIS mapping). Currently meetings are set monthly or on an as needed basis).

Deliverables: Detailed Scope of Work
Committee Meeting Agendas, Materials, and Minutes

Task 2. Alternative Route Plan

The process of developing alternative routes is currently in progress. Consultant will provide services to assist C/CAG staff with the development of the Alternative Route Plan for San Mateo County for the complete segment of US 101 within the County lines and for I-280 between the San Francisco County line and I-380. The plan will consist of the selection and evaluation of alternative routes, development of alternative route plan content and implementation guidelines, and development of the traffic management plan which includes identification of traffic control measures and information dissemination processes for motorist notification. Consultant will develop detailed maps, traffic control plans, and traveler information schemes, and plan administration processes for the identified alternative routes. (Note that preliminary alternative routes for US 101 have already been determined.)

Deliverables: Alternative Route Plan for US 101
Alternative Route Plan for I-280

Task 3. Interagency Agreement/MOU

Consultant will draft an interagency agreement/memorandum of understanding between all participating agencies and jurisdictions for funding, operations, on-going maintenance, and management elements of the Alternative Route Plan. Consultant will assist C/CAG staff with agency coordination and consensus building to support the adoption of agreements and will consider existing agency procedures in relations to the objectives of the Plan. Agencies will include but are not limited to C/CAG, city public works departments, fire departments, police departments, Caltrans, CHP, and the San Mateo County OES.

Deliverables: Interagency Agreements/Memorandum of Understanding

Task 4. Alternative Route Infrastructure Improvement Plan

Based on the established Alternative Route, Consultant will identify infrastructure Capital improvement opportunities and individual elements be categorized by component types (e.g., ITS infrastructure, CCTV, dynamic message signs, CAD, TMC). In conjunction with the alternative routes that have been established, Consultant will refer to the ITS Strategic Plan and establish a list of potential projects that improves and enhance the operations of implemented alternative routes. The results will include identification of potential ITS infrastructure projects describing the type, location, and overall systems integration opportunities. Projects will be prioritized and categorized by City/Agency and will include high-level costs and preliminary implementation schedules

Deliverables: Project list of Capital Improvement Projects for Alternative Routes
Preliminary Cost Estimates and Implementation Schedule

Task 5. Training Program and Workshop

Based on the results of the final Alternative Route Plan, Consultant will develop a training program for key field personnel that documents inter-agency communication and roles in responding to non-recurring traffic incidents including considerations for elements such as incident detection, verification, motorist information, response, site management, traffic management and clearance as well as agency operating procedures. Technical documentation and presentations will be developed for multi-jurisdictional training purposes.

Deliverables: Training workshop and materials (up to two sessions)

Task 6. Alternative Route Plan Performance Measures

Consultant will develop performance measures for the Plan objectives by identifying countywide incident management performance measures, performance expectations, and outcomes. The measures will track the program's effectiveness through an evaluation process. Consultant will establish a framework and plan that the County will use to measure its effectiveness in responding to and managing non-recurring traffic incidents on the freeway. The results will identify targets and goals, process for reviewing expectations, and procedure to make improvements to meet desired outcome.

Deliverables: Performance Measures Guidelines for Objectives